U.S. Department of Commerce (DOC)/NOAA/GFDL
Unclassified System Remote Access User Security Agreement

Purpose and Scope: I, _____, understand I am being granted permission,
(print name)
for one (1) year from the signatory date, to remotely access the unclassified DOC IT systems as specified
below, and that my use of this access may be monitored by DOC for compliance with this policy. I
understand this remote access may be allowed in conjunction with a separate approved request for
teleworking. I have completed DOC IT security training within the last 12 months, and I hereby attest that
I have read and understand the NOAA/GFDL Computer Use Policies for remote access and password
management. I agree to comply with these policies, and I understand that my failure to comply with these
policies may result in termination of my remote access privileges and/or disciplinary action.

Remote access of the following types is requested (**circle Y**) / not requested (**circle N**) for official use:

Access Method:	Select system(s):		
Y/N SSH	**Y/N** Linux Workstations…………….…..…	**Y/N** SysAdmin Access	
Y/N Call-back Modem	**Y/N** Supercomputer…………….…..………	**Y/N** SysAdmin Access	
	Y/N Scientific Windows Systems……..……	**Y/N** SysAdmin Access	
	Y/N Administrative Systems………...…..…	**Y/N** SysAdmin Access	
	Y/N _____	**Y/N** SysAdmin Access	
	Y/N _____	**Y/N** SysAdmin Access	

Check one: I ☐ will / ☐ will not be accessing unclassified DOC IT systems via a broadband
(e.g.: DSL, cable-modem) connection this year.

Protection of Data: I hereby affirm and acknowledge my responsibility to ensure the confidentiality,
integrity, and availability of all forms of Government information in accordance with DOC IT Security
Policy and the DOC Security Manual, in a manner consistent with its sensitivity.

Protection and Maintenance of Equipment (Check all that apply):

☐ In the case of remote access via government-owned equipment, I will not alter the configuration of
government equipment unless authorized in writing to do so. I will protect DOC-owned/ furnished
resources and submit the equipment for periodic maintenance as required by DOC. Check this box if
you think you may ever want to borrow one of GFDL's loaner systems.

☐ In the case of remote access via equipment owned by another organization, I will verify with that
organization that suitable anti-virus software and firewalls are implemented. The organization is
responsible for periodic software and security maintenance.

☐ In the case of remote access via personally-owned equipment, the government may provide software
installation disks and support software used to process DOC/NOAA information as permitted by
software license agreements. I will abide by the license agreements for DOC-furnished software
DOC/NOAA/GFDL authorizes me to use my personally-owned computer for remote access, and
although NOAA/GFDL may provide limited support, it is not required to support maintenance of the
hardware or personally-owned software. **I will install and maintain the following:**

    Anti-virus software _____ (specify vendor and version)
      (required for **all** access)

    Personal firewall _____ (specify vendor and version)
      (required for **broadband** access only, recommended for **all** access)

Computer Incidents: I also acknowledge the possibility, however small, that such information could potentially be viewed or downloaded by others than myself as a result of my remote access. I fully understand that it is my duty to exercise due care in protecting this information and to immediately report an unauthorized disclosure or compromise to my supervisor, to *oar.gfdl.itso@noaa.gov* (GFDL ITSO), and to *ncirt@noaa.gov* so that appropriate procedures may be initiated. I further understand that, after proper coordination with law enforcement authorities, the Government may temporarily seize the device used to gain remote access for the purposes of forensic examination and sanitizing of compromised information. Additionally, during this process I understand there exists a risk that system files and programs may be erased or damaged, or that unintentional damage may occur to the computer hard drive. I hereby waive any and all claims against GFDL, NOAA, the Department of Commerce, the Federal Government, and individual officers, employees, agents and contractors thereof, arising out of necessary security procedures and actions with respect to personally-owned IT equipment and any such damage to, or erasures of personal data.

_____   _____
Remote User's Signature   Date

I hereby certify that this (check one) ☐ federal employee/ ☐ contractor/ ☐ collaborator requires remote access as described herein to accomplish the DOC mission:

_____   _____   _____
Supervisor/COTR/Group Head Printed Name   Signature   Date

☐ Completed IT Security Awareness Course   _____ _____
                                                Confirmed By (GFDL ITSO)   Date
 	
 ☐ Approved   ☐ Disapproved   _____ _____
                                                  Director / Senior IT Manager Signature   Date

For Official Use Only: _____   _____   _____   CryptoCard Serial No.   Issued by   Date   _____ _____ _____ _____   Remote Access Username   *User ID*   *Bin No.*   *GFDL Project (Group)*

Form Revision 1.2, June 12, 2003